



Book	Policy Manual
Section	900 Community
Title	School Visitors - REVISED
Code	907 - PSBA Recommendation
Status	DRAFT - Under Construction
Adopted	May 21, 1981
Last Revised	September 27, 2010
Last Reviewed	January 13, 2020

Authority

The Board welcomes and encourages interest in the District's educational programs and other school-related activities. The Board recognizes that such interest may result in visits to District schools by parents/guardians, adult residents, educators and other officials. To ensure order in the schools and to protect students and employees, it is necessary for the Board to establish policy governing school visits. [\[1\]](#)

Delegation of Responsibility

The Superintendent or designee shall have the authority to prohibit the entry of any individual to a District school, in accordance with Board guidelines and state and federal law and regulations.

The Superintendent or designee may develop Administrative Regulations to implement this policy and control access to the school buildings and school classrooms. If developed, procedural information shall be communicated and made available to parents/guardians and students.

Guidelines

Persons wishing to visit a school should make arrangements in advance with the school office in that building.

Upon arrival at the school, visitors must register at the office where they will

- 1. Present a valid form of Identification (i.e., Driver's License/Employee I.D./Military I.D., or picture I.D. with magnetic strip);**
- 2. sign in and sign out;**
- 3. receive a badge;**

4. receive instructions.

After the start of the school day, only one (1) entrance shall be used by visitors to the school. All other entrances shall be locked.

All staff members shall be responsible for requiring a visitor to demonstrate that s/he has a visitor's pass/badge and has registered at the school office and received authorization to be present for the purpose of conducting business.

No visitor may confer with a student in the school, or have direct contact with students, without the approval of the principal or designee. If approval is granted via a designee, the designee shall inform the building principal of the approval prior to the visitor's conference/contact with students.

Should an emergency require that a student be called to the school office to meet a visitor, the principal or designee shall be present during the meeting.

Failure to comply with this policy shall result in more limited access to the school as ~~determined by the building principal~~, consistent with Board policies, administrative regulations, and federal and state law and regulations.

If a visitor refuses, or is unable, to present a valid form of identification to the building office when checking in, the visitor must be escorted at all times during their visit.

Classroom Visitations

Parents/Guardians may request to visit their child's classroom, but the request must be made prior to the visit, in accordance with established building procedures.[\[1\]](#)[\[2\]](#)

The building principal or program supervisor must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit.

Parents/Guardians shall be limited to one (1) class period visit per month, per child in the school for classroom visitations, in order to minimize disruption of the classroom schedule and the educational program. Parental participation in classroom activities or programs such as room parents, back-to-school events, and chaperones for field trips shall not constitute a classroom visit for purposes of this policy.

The Superintendent and building principal or designee, or program supervisor and classroom teacher, have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program or daily schedule, or if a visitor violates Board policy. Failure to leave when asked or repeated, documented disruptions may result in loss of classroom visitation privileges and/or referral to law enforcement.

Under exceptional circumstances and upon request of the building principal, program supervisor, classroom teacher, or parent/guardian, the Superintendent may authorize additional or longer classroom visits by a parent/guardian.

Military Personnel

Members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to:[\[3\]](#)[\[4\]](#)

1. Visit and meet with District employees and students when such visit is in compliance with Board policy and District procedures.
2. Wear official military uniforms while on District property.

Legal

1. 24 P.S. 510
2. 22 PA Code 14.108
3. 24 P.S. 2402 (Military Uniform)
4. Pol. 250